CITY OF RIVERSIDE

HUMAN RESOURCES DEPARTMENT

CLASSIFICATION SPECIFICATION

TITLE: **SENIOR PARKING CONTROL REPRESENTATIVE**

DEFINITION

Under general supervision, to enforce the regulations of the California vehicle Code and Riverside Municipal Code as it relates to parking rules and regulations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Parking Control Representative in that incumbents in this class are expected to function with a high degree of independent judgement in accordance with laws, codes, regulations and procedures, assist in the training of other civilian personnel, work with minimal supervision, make independent decisions based on their experience and training, and perform a wider range of duties and responsibilities for parking enforcement, vehicle inspection and vehicle releases including the ability to sign-off on citations.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level sworn or civilian Police Department staff member.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Patrol an assigned area of the City by foot or vehicle.

- Mark vehicle tires to determine time violations.

- Issue citations or warnings for violations of California Vehicle Code provisions and parking control ordinances such as parking time limit zones, tow away zones, loading zones and metered parking areas.

- Check vehicle, parking citation and registered owner information via computer and/or radio.

- Impound illegally parked or abandoned vehicles; collect fees and release impounded vehicles.

- Explain parking regulations and give general information to the public.

- Keep appropriate records of violation notices issues; void citations when warranted.

- Make reports of damaged or inoperative parking meters.

- Prepare reports concerning parking related problems; prepare daily reports on activities.

- Inspect vehicles and sign-off on citations.

- Review and make recommendations on citation dismissal requests; testify in court as required.

- Recommend traffic improvements; direct traffic as required.

QUALIFICATIONS

Knowledge of:

- Methods, practices and procedures associated with parking control and enforcement.

- Local and state laws pertaining to parking of vehicles, towing and abatement procedures.

- Modern office practices, procedures and equipment including computers and related software.

- Basic grammar, punctuation and arithmetic.

- Public relations protocol.

- Procedures and precautions related to safe operation of vehicles and familiarity with California driving laws.

Ability to:

- Obtain and record accurate information through observation.

- Work independently.

- Establish and maintain effective working relationships with others.

- Acquire a working knowledge of various laws and codes and police report writing.

- Cope with emotionally tense situations and deal tactfully and effectively with the public in person and over the phone.

- Operate a personal computer and related software.

- Develop, implement and conduct special programs.

- Communicate clearly and concisely orally and in writing.

- Work shifts or irregular duty assignments as scheduled.

- Learn the geography of the City and location of various City departments and parking facilities.

- Drive a vehicle safely and defensively.

- Stand and walk for long periods of time outdoors in various weather conditions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: A minimum of six months of experience in public contact work.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Parking Control Representative

TO: Police Service Representative